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86-0701

100-3-1

MEMORANDUM FOR:

Planning Officer, OS
Planning Officer, OL
Planning Officer, OMS

25X1

FROM:

DA Planning Officer

SUBJECT: Update to the Emergency Procedures Manual

1. An update to the Directorate of Administration Emergency Procedures Manual is necessary in order to furnish essential guidance and appropriate contact information in handling situations involving special emergencies, personnel emergencies, and building emergencies. Attached is a list of specific pages of the manual that require update. Additionally, all special procedures should be reviewed for possible outdated information and appropriately updated.

2. Office responsibility for providing information contained in the Emergency Manual is as follows:

a. Office of Security - 1st Blue Matrix, White tabs, Red tabs 1-6, Green tabs.

b. Office of Logistics - 2nd Blue Matrix, White tabs 1-11H, Red tabs 1-5.

c. Office of Medical Services - 3rd Blue Matrix, White tabs, Red tabs 1-6, Yellow tabs A through H.

3. Please send me your update by 1 June 1986. I will subsequently provide you with a complete set of updates for your manual. Please call if I may be of assistance in any way.

ORIG: DDA/MS

Distribution:

Original - Addressee

1 - DDA Chrono

1 - DDA Subject

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Page Denied

Next 1 Page(s) In Document Denied